

# CHAPTER COUNSELORS

The District Vice President of each Division has the option of appointing Chapter Counselors within their Division to assist them with their Division responsibilities and/or train as their replacements.

- A. All appointments shall be submitted to the District President and District Executive Vice President for approval.
- B. The District Education Team will provide training of Chapter Counselors. Each Division Vice President shall be responsible for the assignment of duties of each Chapter Counselor.

## **Duties and responsibilities include:**

- Develop an ongoing and positive relationship with assigned chapter leadership.
- Be a line of communication between Chapter and District/Society.
- Assist assigned chapters in development of a Mission Statement, planning long term and annual goal setting, and accomplishment of annual objectives.
- Provide assistance to assigned chapters when requested.
- Ensure that assigned chapters receive information on Division and District Events.
- Provide expertise in the resources available for chapter training.
- Provide reports three times per year to Division Vice President on progress of assigned chapters toward meeting their annual objectives.
- Maintain a file of reports for all assigned chapters.
- Conduct Officer Installations for assigned chapters when requested.
- Attend training programs held at COTS.
- Be of assistance to other Chapter Counselors as occasions arise.

## **Expenses**

Chapter Counselors shall be allowed actual expenses incurred in the proper discharge of their duties, as the treasury permits and within the confines of the district budget, as follows:

### **A. Travel:**

\$.25 per mile per itemized trips for visitation of assigned Chapters, COTS, or when requested to attend meetings by the District President.

### **B. Telephone, postage, office supplies:**

As documented by receipts.

### **C. Hotel/Motel**

Only when advance permission is received from the Division Vice President.

**D. All claims for expenses** shall be submitted to the Division Vice President for approval, provided reports have been filed, the Division Vice President shall then submit them to the District Treasurer for payment.